

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

REQUISITION NO:	RQ871992
CAPTION:	Building Services for Newly Installed Furniture
PROPOSED CONTRACTOR:	Anacostia Management Company
PROGRAM AGENCY:	Department of Housing and Community Development

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Housing and Community Development (the “District”) is seeking a contractor to oversee installation of additional electrical needed for Modular Furniture for DHCD. Furnish and install dedicated circuits, circuit breakers, and terminate circuit modular workstations and panel boards including troubleshooting panels ensure spares are available. Make repairs to lighting and trace Modular Offices electrical upgrades, including circuits and pulling new duplicators for system. Install new panels and disconnect; install new transformer for new panels, run duplicator circuit for new system furniture on 3rd, floor. Trace circuits on floor. Install new electrical services for 3rd floor. Provide labor, supervision, material and equipment to furnish and install electrical work. Install additional sprinkler heads needed for new modular offices on 3rd and 2nd floors.

3. ESTIMATED REASONABLE PRICE:

The estimated reasonable cost is \$100,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Housing and Community Development has minimum requirements to procure installation of additional electrical dedicated circuits, circuit breakers, panel boards, upgrades circuits, pulling new duplicators. Install new panels and new transformer for new panels, run duplicator circuit for new system furniture. Install additional sprinkler heads needed for new modular offices on 3rd and 2nd floors.

Anacostia Management Company is the owner of 1800 Martin Luther King, Jr. Ave., SE Washington, DC 20020, which leased by the District of Columbia Office of Contracting and Procurement, on behalf of Department of Housing and Community Development. In accordance with the Clouse 8 of the Lease Agreement, the landlord is the only entity to expand the premises of the tenant.

No market survey was conducted since Anacostia Management Company is the lease holder and accordance with the lease Anacostia Management Company is the only entity to expand the premises.

Public Notice of OCP's intent to award a sole source contract was posted to our website for 10 calendar days pursuant to the requirements of D.C. Official Code §2-354.04 . The new posting was submitted to OCP's website on December 12, 2014.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

Michael Kelly,
Director,
Department of Housing and Community
Development

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Shafiq R. Choudhary, CPPB, CPM
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

James D. Staton, Jr.
Chief Procurement Officer
Office of Contracting and Procurement

INSTRUCTIONS FOR THE D & F FOR A SOLE SOURCE PROCUREMENT

1. AUTHORIZATION

D.C. Official Code §2-354.04; There is only one source for the required goods or services. Cite 27 DCMR 1304 and 27 DCMR 1700 and 1701 as applicable.

2. MINIMUM NEED

Describe the program agency's requirement for a stated minimum need (scope of work) and time frame within which work must be performed. List in detail the precise nature and scope of the services or supplies required. The time frame must be justified in detail when sole source justification is time based.

3. ESTIMATED REASONABLE PRICE

The estimated price of the contract (the amount the contractor is anticipated to receive).

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

Indicate the facts which establish that there is only one available source. You **must** include the unique nature of the proposed procurement, the proposed contractor's unique qualifications or any other factors that qualify the proposed contractor as a sole source for the procurement.

You **must** include a description of the market survey or the reason why a market survey was not conducted.

You **must** include a list of the potential sources that you contacted, and if none a discussion of why not. Discuss which potential sources expressed an interest in the procurement and describe their interest and why they were rejected.

5. CERTIFICATION BY AGENCY HEAD

The head of the program agency, by signature, certifies factually the findings.

6. CONTRACTING OFFICER CERTIFICATION

The contracting officer, by signature, certifies (1) factually the findings and recommends that an official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified, and (2) that the notice of intent to award a sole source contract was published and that no viable response was received. The contracting officer must state that either no response was received or briefly explain why a response was not viable.

7. DETERMINATION

An official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified. The Chief Procurement Officer, or an official delegated authority in writing to sign on behalf of the Chief Procurement Officer, must sign the determination if the procurement is in excess of five thousand dollars (\$5,000).

INSTRUCTIONS FOR THE D & F FOR A SOLE SOURCE EXTENSION OR RENEWAL PROCUREMENT

Use the same D&F template with the following changes:

1. Replace the heading with:

DETERMINATION AND FINDINGS FOR A SOLE SOURCE EXTENSION OF CONTRACT

2. Replace the Authorization with:

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.6(b)